

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON AT TACOMA**

ADOPTION OF:

Redaction in Electronically Filed Transcripts

GENERAL ORDER NO. 6
(Redaction in Electronically
Filed Transcripts)

WHEREAS the Judicial Conference's privacy policy for public access to electronic case files contains procedures for redacting personal information from court filings that are electronically available to the public; and

WHEREAS all courtroom proceedings in Seattle, Tacoma and Vancouver are captured on digital audio and available to the public in electronic format;

NOW THEREFORE, it is ORDERED that the following procedures regarding redaction in electronically filed transcripts are adopted:

1. Each party's attorney¹ is required to review a transcript for information that should be redacted under the Judicial Conference's privacy policy: Social Security numbers should be redacted to show only the last four digits; birth dates should contain only the year of birth; individuals known to be minors should be referred to with initials; and financial account numbers should be redacted to the last four digits.

2. Within five business days of a court reporter's delivery of the transcript to the clerk of court, an attorney must file a notice with the court of his or her intent to request redaction of such information from the transcript. An attorney is responsible for reviewing the opening and closing statements made on behalf of the party he or she represents, any

¹ In the case of an unrepresented party, the party should perform the tasks assigned to the attorneys by this General Order.

1 statements made by the party, and the testimony of any witness called by the party. If no
2 notice is filed during this five-day period, the court may assume that redaction of personal
3 data is not necessary, and may make the transcript electronically available to the public.

4 3. Once an attorney has filed a notice of intent to request redaction, he or she has
5 21 days to review the transcript and submit to the court reporter or transcriber a list of the
6 places in the transcript where the personal data to be redacted appears. The court may order
7 this time extended, for good cause shown. The court reporter or transcriber must redact the
8 identifiers, as directed by the party, and then re-file the redacted transcript. Also during this
9 time period, an attorney could, by motion, request that additional information be redacted. No
10 remote electronic public access to the transcript will be allowed until the court has ruled on
11 any such motion.
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13 DATED: June 4, 2007

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15 FOR THE COURT:

16 *Karen A. Overstreet*

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18 Honorable Karen A. Overstreet
19 Chief Judge

20 Honorable Samuel J. Steiner
21 Honorable Thomas T. Glover
22 Honorable Philip H. Brandt
23 Honorable Paul B. Snyder
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